



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes February 12, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:05 p.m. at the Police Station's Community Training Room. Present at the meeting were Tom Cooke (late arrival), Ray Lisiecki, Larry Sanford, Paul McDermott, Damin Sutherby, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, and Karen Kucala, Finance Director.

2) FY16 Budget Department Review (subject to change)

a. Community Development, Board of Health, and Building Department

Present was Steve Sadwick, Director of Community Development, and Lou-Ann Clement, Board of Health Director. Mr. Sadwick noted that the Building Commissioner, Edward Johnson, apologizes for being unable to attend tonight's meeting as he had a previous engagement. As a result, Mr. Sadwick will also be reviewing the building department budget.

Building Department

The FY16 recommended Building Department budget is \$256,562 net of allocations representing an overall increase of approximately \$7,019. There is a slight increase in salaries of approximately \$1,300 due to a change in longevity for the building commissioner and a step increase for the assistant building inspector. In addition, there are small increases in dues and memberships and staff development.

Mr. Lisiecki noted that since 2012 the permits issued has increased from 819 to 1,055 with no change in staffing. Mr. Lisiecki asked if any software is being utilized to help manage this. Mr. Sadwick noted that the building department is currently researching software options. Mr. Montuori noted that part time staff has been hired to assist the building commissioner.

Mr. Aznavoorian noted that there has been a decrease in Certificates of Inspection. Mr. Sadwick explained that the Certificate of Inspection is different than the Building Permits and is for inspection of schools, restaurants, places of assembly, etc. These types of inspections do not take place every year.

7: 12 p.m. - Mr. Cooke arrived.

Community Development

The recommended FY16 community development budget has been level funded at \$266,146 (net of allocations). Mr. Sadwick noted that there is a slight decrease in regular salaries as the executive secretary has been working on reduced hours as well as a slight increase in temporary part time due to step increases. There are also slight increases in professional services and dues and memberships. Mr. Sadwick explained that the increase in dues and memberships is for the training of the Conservation Agent, Kyle Boyd.

Mr. Lisiecki asked if there have been any changes with the cellular tower. Mr. Sadwick explained that an RFP will be going out soon. There are three carries currently interested: Sprint, Verizon & AT&T. There is a possibility that all three carries could utilize the tower. The tower will not be moved from its current location.

Mr. Lisiecki inquired as to the status of the towns SHI (Subsidized Housing Inventory) percentage. Mr. Sadwick explained that Tewksbury is currently at 9.6% and noted that there has not been any new affordable housing development. Mr. Lisiecki asked if there are any concerns that the percentage could decrease. Mr. Sadwick confirmed this and explained that there are new apartments coming in with no affordable housing component. As a result, they will be paying the fee in lieu. These funds will be used to help maintain the existing affordable inventory and possibly create new affordable housing. Mr. Montuori noted that this funded the Habitat for Humanity project and the town has been meeting with other affordable developers.

Mr. Cooke commended Mr. Sadwick for submitting a level funded budget and noted that no additional funds have been set aside for the move to the new town hall and asked how this will be addressed as far as furniture, fixtures, and equipment (FF&E) that will be needed. Mr. Montuori explained that an article would be submitted to utilize stabilization funds; this would mostly be for furniture and a new phone system.

Mr. Aznavoorian asked where Mr. Sadwick would use extra funds if they were available and Mr. Sadwick noted that at one time the town had a part time planner.

7:32 p.m. – Mr. Sutherby arrived.

Board of Health

The FY16 recommended Board of Health budget is \$235,087 representing a decrease of approximately \$2,000. Ms. Clement explained that this decrease is due to a change in staffing; the sanitarian retired and a new sanitarian was brought in at a lower pay rate. In addition, the nurse's hours will be increased. Ms. Clement explained that she had requested 7 additional hours for the nurse; however, Mr. Montuori reduced this to 3 hours.

Mr. Lisiecki asked if the additional funds from the budget decrease could be used to increase the nurse's hours to 7 as requested. Mr. Montuori confirmed this could be done in the future.

Mr. Aznavoorian asked what Ms. Clement would do with additional funds if there were any. Ms. Clement explained that she would like to look into program software to allow the staff to complete the information out at the site and send it off, rather than witting it out. Mr. Aznavoorian asked if this type of software is available and Ms. Clement confirmed this and noted that there are several companies who offer these programs. Mr. Sutherby asked if the estimated cost of the software is known and Ms. Clement noted approximately \$10,000. Mr. Aznavoorian asked if this is something Jamie Bent has looked into and Mr. Montuori noted that he has not yet.

Mr. Sutherby asked how many complaint calls were received over the past year and Ms. Clement noted approximately 366. Mr. Sutherby asked how many restaurants there are in Tewksbury and Ms. Clement noted approximately 200.

Mr. Lisiecki asked if fees are charged for inspections and Ms. Clement explained that there are no fees for an inspection; however, there are fees for permits.

b. Administrative Services

The FY16 recommended Administrative Services budget is \$77,654 (net of allocations) representing an approximate increase of \$1,500. Mr. Montuori explained that currently this department is compromised of one full time employee and one part time employee who works approximately 6-10 hours a week.

Mr. Aznavoorian asked who the temporary part time help is and Mr. Montuori explained that a woman had been helping in the department under the Senior Tax Relief program and she is now helping with filing, etc.

Mr. Sutherby asked if the part time staff can be shared between departments once they have all moved over to the new town hall. Mr. Montuori confirmed this and noted that staff is currently shared between departments.

c. Board of Selectmen

The FY16 recommended Board of Selectmen budget is \$123,239 representing an increase of approximately \$2,000. Mr. Montuori noted that this increase is in dues and memberships and is the result of the town joining the Middlesex 3 which is an organization of communities and businesses along Route 3 who focus on economic development. Mr. Montuori and Mr. Sadwick participate with the group.

Mr. Lisiecki asked if there is a list of available sites and Mr. Montuori explained that there is an economic development software, Costar Real Estate Investment Group. There is a \$729 monthly fee to maintain the inventory of available sites. Tewksbury became a member of Costar Real Estate Investment Group at a discounted rate.

Mr. Aznavoorian asked why the Board of Selectmen has a separate legal budget when there is a town counsel budget. Mr. Montuori explained that he would like to combine these two budgets and will try to get this done prior to finalizing the budget.

d. Town Counsel

The FY 16 recommended town counsel budget has been level funded at \$150,000. Mr. Montuori explained that Attorney Charles Zaroulis is in the process of retiring and has been working on reduced hours and is serving as Senior Legal Counsel to the town. Attorney Kevin Feeley will serve as both town and labor counsel. Attorney Feeley has office hours in town on Wednesdays to meet with any staff members regarding contracts or any other matters they may have.

Mr. Cooke asked if Attorney Zaroulis has completed the land acquisitions from the sewer project. Mr. Montuori explained that most have been completed and there are few remaining to be done and recorded.

e. Town Moderator

The FY16 recommended Town Moderator budget has been level funded at \$525.

f. Town Manager

The FY 16 recommended town manager budget is \$277,965, net of allocations, representing a decrease of \$664.00. Mr. Montuori noted that there is a small decrease in communications.

3) Town Manager and Finance Director Reports (as applicable)

a. Quarterly Fin Com reports

Discussion took place on whether there are any areas of concerns with the FY15 budget and Ms. Kucala noted that Veteran's Services and Snow and Ice could be a concern.

Mr. Montuori noted that the Council on Aging will be requesting a transfer for the HVAC system at the next meeting.

3) Finance Committee Matters of Interest (as applicable)

Mr. Lisiecki asked if the municipal roofs are being inspected and Mr. Montuori noted that the Annex roof was a concern and has been looked at. The snow has been removed from the police station and senior center.

4) Committee Member Reports (as applicable)

Green Committee

Mr. Cooke noted that the Green Committee met with the consultant, Guardian. Most of the projects under this grant round will be for LED lighting. The Committee is beginning to determine a plan for the next grant round as the projects are beginning to get smaller. The Green Committee will be meeting again in February 26, 2015.

Computer Study Committee

Mr. Aznavoorian noted that the Computer Study Committee has a new member and will be meeting again next week.

5) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

6) Approval of Recording Secretary and Timesheet

There was no time sheet presented for approval.

7) Future Proposed Meeting Dates (subject to change)

The next meeting is scheduled for Thursday, February 26, 2015.

Adjourn.

MOTION: Mr. Lisiecki made the motion to adjourn at 8:38 p.m.; seconded by Mr. Cooke and the motion carried 7-0.

Approved: April 16, 2015

**Documents Presented and/or Discussed
February 12, 2015**

- 1) Town Manager's Recommended FY16 Department Budgets
A copy can be found with the town manager